

**The fees to be charged as identified in the Public Information Act Rules are:**

Minimum Fee:	No charge if the total charge is under \$1.00
Certification of Copies:	\$1.00 per page in addition to any other applicable fees
Copies:	\$ .50 per copy
Copies made at a public or private facility outside the Town Office:	The cost billed by the copying facility plus the per hour cost of \$37.81 for staff time to obtain the copy
Search records and/or prepare records for inspection and copying:	\$37.81 per hour (No charge for the first two hours)
US Mail or delivery of copies to a third party:	The cost of mailing plus the per hour cost of staff time required
Legal Expenses:	If legal assistance is required as part of the research for any of the above fees, an additional fee of \$295.00 per hour will be imposed

These fees represent the costs to the Town. The calculations supporting these fees are in the Town's Public Information Act file.